

## CSBG ADVISORY COMMITTEE (CAC) MINUTES – AUG 12, 09

**Meeting purpose** To ensure the opinions and position of the network via the Community Services Block Grant (CSBG) Advisory Committee (CAC) and CSD are considered and discussed in a public open forum.

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**Date, time, and place** Date: August 12, 2009  
Time: 10am – 2pm  
Place: CSD – Sacramento, California

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|------------------|--------------------------------|------------------------|
| <b>Attendees</b> | <u>Members</u>                 | <u>Conference Call</u> |
|                  | San Luis Obispo                | Contra Costa           |
|                  | Riverside                      | Madera                 |
|                  | Cal/Neva                       | CSAC                   |
|                  | Orange County                  | Ventura                |
|                  | Foothill                       | CHD                    |
|                  | San Mateo                      | Lassen                 |
|                  | Solano                         | Kern                   |
|                  | Merced                         | San Joaquin            |
|                  | SETA                           | Fresno                 |
|                  | Tehama                         | San Diego              |
|                  | Marin                          | Yolo Social Services   |
|                  | Santa Cruz                     | ACCES                  |
|                  | Campeños Unidos                | Proteus                |
|                  | Santa Barbara                  | ACAP                   |
|                  | Community Design Center        | Monterey               |
|                  | Sonoma                         | <u>CSD Attendees</u>   |
|                  | Redwood                        | John O'Keefe           |
|                  | Glenn County                   | Anthony D'Arcangelo    |
|                  | Oakland                        | Pamela Harrison        |
|                  | North Coast Opportunities      | Cathy Kurtz            |
|                  | San Francisco                  | Helga Lemke            |
|                  | Amador-Tuolumne                | Lloyd Throne           |
|                  | Placer County                  | Susan Mello            |
|                  | Center for Employment Training | Diamond Longjel        |
|                  | Napa Valley                    | Sylvia Britt           |
|                  | Kings County                   | Blaise Keenan          |
|                  |                                | Stella Avila           |
|                  |                                | Tamija Bryant          |
|                  |                                | Carol Forrest          |

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**Approval of previous minutes** Elizabeth "Biz" Steinberg moved that the minutes from May 13, 2009 be approved. Joan Whiteneck seconds the motion.

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|---------------|----------------------------------|------------------|
| <b>Topics</b> | Director's Report                | Lloyd Throne     |
|               | Chief Deputy Report              | No report        |
|               | CSD Recovery Act                 | Helga Lemke      |
|               | Expedite Payment Request Process | Leisa Maestretti |
|               | Associations Updates             | Members          |
|               | EITC Cash Campaign Panel         | Zenae Scott      |

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**Director's  
Report**

CSD has received full expenditure authority so we can release the CSBG ARRA contracts. The contracts are projected to be released by the end of August, 2009 with a term date of July 1, 2009 through September 30, 2010. CSD is continually receiving updated information on the CSBG ARRA program and the Community Services Division staff is developing guidance that will help to facilitate the implementation and management of the program. Keep in mind that as the updates and new information is released it will be necessary to incorporate these changes into the contract and reporting. After the release of the contract, the Community Services Division will be scheduling and hosting a webinar to review the ARRA Contract and all new terms and conditions. Lloyd encouraged all providers to participate as the ARRA contract contains new provisions and requirement; he also said that it is important that all agencies receive the same information at the same time. On Monday, Aug. 10, 2009, CSD received Supplemental Terms and Conditions for Contracts funded by the ARRA. These conditions supplement not replace standard state contract provisions. The DGS terms and conditions also include Reporting Requirements. CSBG staff are conducting analysis to ensure these components are included in the CSBG ARRA Contract. The CSBG ARRA program is being reviewed by not only the Federal government, the State of California and various control agencies. There are multiple reporting requirements that are mandated by the Office of Management and Budgets (OMB), the State of California and the Office of Community Services (OCS). Each of these entities have identified specific data elements that all recipients of ARRA funding are required to report. CSD staff are working to integrate each of the data elements into one system to reduce the impact on the network and CSD. CSD staff attended a meeting yesterday with Laura Chick, Office of Inspector General and staff, and representatives from Agency to discuss the administration and CSD's report on the administration of the ARRA funds. The Bureau of State Audits will be conducting an audit of the 2009 CSBG Block Grant Program. The draft CSBG 2010-2011 State Plan has been distributed for review. The Assembly Human Services Committee will be holding the Legislative public hearing at the State Capitol, Rm 437 on Aug. 25, 2009 at 1:30pm. The final 2010/2011 CSBG State Plan is due to OCS by Sept. 1, 2009. CSD will move to the new location on Oct. 26, 2009. The new address is 2389 Gateway Oaks, Sacramento, California. 95833. Mail can still be sent to the PO Box. New phone numbers will be forthcoming.

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**Chief Deputy  
Report**

No report given.

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**CSD Recovery  
Act**

The Recovery Act mandates that States reserve 1% of ARRA funding be set aside for benefits enrollment and organization and CSD has decided to use this 1% funding for the EITC program. CSD is partnering with the First Lady's "We Connect" campaign and the Department of Social Services to promote awareness and utilization of the Earned Income Tax Credit. CSD is releasing, effective July 20<sup>th</sup>, the 2009 ARRA EITC Initiative RFP. Through this RFP we plan to fund 10-20 grants of \$25,000-\$50,000 each. The Contract period will be for 11 month from October 1, 2009 through September 30, 2010.

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**Expedite  
Payment  
Request  
Process**

The Expedite payment requests will be submitted to the controllers office on Thursdays of each week. It takes five business days to process an advance and the advance must be received on agency letterhead. The checks will be mailed out from the controller's office and not CSD.

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**Associations  
Update**

Cal/Neva – Designed to partner with local agencies and bring the power of the media to support you, Fulfilling the Promise's goal is to substantially increase public support for your efforts by raising public awareness of the many good things that each of you do in your communities through video segments, localized infomercials, press kits, information resource material and ARRA logo usage. The ability to afford these services is now made possible through your increase CSBG ARRA funding. Contact Cal/Neva for details. Orange County – Buddy Ray attended the Board meeting at NCAF. There is concern about community action's disconnect in Washington. The White House is skeptical about community action; however, the new administration is willing to look at us. Community action needs to make contacts with the new administration coming in because past Congress members that gave us support are leaving office. Biz Steinberg encourages providers to attend the NCAF conference in Philadelphia Sept. 1-9, 2009.

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**Roundtable  
Discussion**

No discussions held.

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**EITC Cash  
Campaign**

Facilitated by Zenae Scott, Cal/Neva, Presenters: Lucia Navarro-Ismdahl, Butte; Sharon Pollard, San Bernardino; Carol Fleury, San Luis Obispo; Amy Whitlach, Redwood. Community Action Sharing Hope (CASH) Campaign is a statewide initiative aimed at providing California's community Action Agencies with the tools to build, implement, and sustain high impact Earned

Income Tax Credit and Asset Building programs, [zenaescott@gmail.com](mailto:zenaescott@gmail.com).  
Other programs available are: AARP Tax-Aide, [www.aarp.org/taxaide](http://www.aarp.org/taxaide) -  
National Tax Assistance for Working Families Campaign, [www.eitc.info](http://www.eitc.info) –  
Brookings Institution Metropolitan Policy Program,  
[www.brookings.edu/metro/eitc](http://www.brookings.edu/metro/eitc) - Center on Budget and Policy Priorities,  
[www.cbpp.org/eic2004](http://www.cbpp.org/eic2004) - Internal Revenue Service, Stakeholder, Partnership,  
Education & Communication, [www.irs.eitc.info/Spec](http://www.irs.eitc.info/Spec) - National Assembly of  
Health and Human Service-Family Strengthening Policy,  
<http://www.nasassembly.org/nasassembly/documents/EITCToolkitPrintVersion.pdf> – National Community Tax Coalition, [www.tax-coalition.org](http://www.tax-coalition.org), – National  
League of Cities, [www.nlc.org/nlc.org/site/files/reports/helpingworking.pdf](http://www.nlc.org/nlc.org/site/files/reports/helpingworking.pdf) -  
Points of Light Foundation, [www.pointsoflight.org/eitc](http://www.pointsoflight.org/eitc).

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**Adjournment** Meeting was adjourned at 2pm.

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**Next meeting** November 18, 2009 @ CSD – 2389 Gateway Oaks, Sacramento, Ca 95833  
from 10am-2pm in the King Conference Room, 1<sup>st</sup> floor - lobby

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